

Architectural Historian

I. IDENTIFYING INFORMATION

Position Number: 100377
Department: Land and Natural Resources
Division: Historic Preservation
Branch Architecture
Geographic Location: Kapolei, Hawaii

II. INTRODUCTION

Function of this organizational unit: Chapter 6E, Hawaii Revised Statutes, establishes a historic preservation program within the Department of Land and Natural Resources. This program includes a statewide registry of historic properties, and regulatory oversight of the proposed development and demolition of historic sites/properties. The Architecture Branch reviews all requests for building modifications and assesses the impact of these changes on historic properties. The branch also is responsible for maintaining the Hawaii Register of Historic Properties and for assisting in the preparation of nominations for both the Hawaii and National Registers.

Purpose of the position: This position is located within the Architecture Branch and reports directly to the Architecture Branch Chief. This position's primary purpose is to conduct Section 106 reviews for the development, demolition, and modification of buildings on federal land. This position serves as the division's lead contact with military personnel and assists in ensuring compliance with programmatic agreements with federal entities as it applies to architectural issues.

III. MAJOR DUTIES & RESPONSIBILITIES

A. Review Work

Reviews federal projects that propose to construct, alter or improve historic sites for potential affect on historic properties as provided in Section 106 of the National Historic Preservation Act. Determines	60%
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	<p>Section 106 of the National Historic Preservation Act. Determines whether adverse effects may be mitigated and negotiates with federal agency staff to ensure mitigation plans are documented in a memorandum of agreement.</p> <p>Conducts site visits as needed to assess project effect on historic properties and to ensure mitigation plans are properly implemented.</p> <p>Drafts correspondence indicating whether proposed projects will affect historic properties and recommending mitigation measures as needed for the State Historic Preservation Officers' signature. [1] [3]</p>	
B. Inventory Work	<p>Identifies historic architectural properties on federal land and ensures that they are assigned a state inventory number and entered into the Statewide database of historic sites. Assists in maintaining the inventory database for public and governmental use. [1] [3]</p>	10%
C. Register Nominations	<p>Identifies architectural sites on federal lands that are eligible for inclusion on the National and State Registers of Historic Places. Conducts historical and architectural research as directed and assists with the preparation of register nomination forms. [2] [3]</p>	10%
D. Programmatic Agreement Oversight	<p>Reviews programmatic agreements with federal agencies and recommends changes as needed to ensure architectural historic properties are adequately protected.</p> <p>Identifies areas of non-compliance and develops corrective plan of action with supervisor. Ensures federal agency takes corrective action as agreed to and updates supervisor on such action.</p> <p>Participates in annual programmatic agreement reviews with federal agencies. [1] [3]</p>	10%
E. Public Information	<p>Establish and maintain cooperative relationships with federal, county, state and community organizations. Responds to government and public inquiries regarding historic preservation requirements, and represents the division during planning sessions for military projects. [2]</p>	5%
F. Other Duties	<p>Performs other duties and conducts special projects as assigned. [2]</p>	5%

Essential Duties:

- [1] The performance of this function is the reason that the job exists.
 [2] There are limited employees among whom the performance of this function can be distributed.

IV. CONTROLS EXERCISED OVER THE WORK

A Supervisor

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Position No. 100380 *Class Title* Architecture Branch Chief

B Nature of Supervisory Control Exercised Over the Work.

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The incumbent is expected to care for all aspects of the work duties independently, but is expected to inform the supervisor when unforeseen events or circumstances require significant changes. Work is reviewed by the supervisor to ensure compliance with State and Federal regulations.

C Nature of Available Guidelines Controlling the Work.

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Federal and State historic preservation laws and regulations provide guidance for the technical aspects of the job duties included in this position. The Historic Preservation Division Operations Manual and the Secretary of Interiors' Guidelines for rehabilitation also provide technical guidance.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

A valid State of Hawaii driver's license is necessary to carry out the functions of this position.

VI. RECOMMENDED QUALIFICATIONS

- A Knowledge:** Must be familiar with all applicable federal and state preservation laws, regulations and standards. In particular, incumbent must demonstrate an understanding of the National Historic Preservation Act, Archaeological Resources Protection Act, and Chapter 6E, HRS. Incumbent must also demonstrate knowledge of the Secretary of Interior's Standards for Rehabilitation.
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Must also be familiar with MicroSoft Office, GIS, and ArcView.

- B Skills/Abilities:** Establish and maintain effective working relationships with federal agencies, professional or lay groups, public officials, and the general public. Ability to negotiate adequate preservation protective measures.
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Ability to read and interpret design and construction plans is necessary.

C Education:

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An undergraduate degree in architecture, architectural history or historic preservation is required.

- D Experience:** Two years experience conducting 106 reviews for architectural projects. It is preferred that at least one of the two years experience include reviews of federal and military construction and demolition projects.
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VII TOOLS, EQUIPMENT & MACHINES

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Computer, typewriter, global positioning system